

NASPNCLA INSTRUCTION 5512.5H

Subj: CIVILIAN IDENTIFICATION (ID) BADGES

Ref: (a) OPNAVINST 5530.14B, Chapter 5

1. Purpose. To outline policy and procedures concerning the issue, use, and replacement of civilian identification badges per reference (a).

2. Cancellation. NASPNCLAINST 5512.5G

3. Background. Civilian employees are issued identification badges as a security measure to expedite travel to and from work, and to provide an easy means of identification while in a work status. Employees shall be in possession of the ID badges while on board NAS Pensacola.

4. Action

a. Badge Issue. Appropriated Fund employees will be directed by the Human Resources Office (HRO) to the Pass and Tag Office, Building 777, for badges. The Pass and Tag Office will prepare a Civilian Identification Badge Record (NASP 12293/1) and issue a permanent U.S. Government Identification (OF 55) badge to the new employee upon receipt of Employee Check-In Sheet (HRO 12290/2). Non-Appropriated Fund (NAF) employees will be issued a Private Employee/Utility Pass (CNATRA-Gen 5512/14) upon presentation of a Personnel Identification Card Application (NASP 12290/6) from HRO.

b. Badge Replacement

(1) Lost Badge. A badge, presumed lost, may be replaced upon receipt of Employee Check-In Sheet (HRO 12290/2) or Notification of Personnel Action (Standard Form 50-B). The employee's status (temporary or indefinite) must also be provided. All NAF employees must provide new Personnel Identification Card Application (NASP 12290/6).

(2) Expired Badge. To renew an expired badge, Employee Check In Sheet (HRO 12290/2) must be provided by the employee to the Pass and Tag Office to issue a new badge. All NAF employees must provide new Personnel Identification Card Application (NASP 12290/6).

(3) Name Change. Employees changing their names due to marriage, divorce, or annulment must present Employee Check In Sheet (HRO 12290/2) or Notification of Personnel Action (Standard Form 50-B) to the Pass and Tag Office to receive a new badge. All NAF employees must provide new Personnel Identification Card Application (NASP 12290/6).

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(4) Damaged, Defective, or Mutilated. Employees may be issued a replacement identification badge upon presentation of the old badge and

Employee Check In Sheet (HRO 12290/2). All NAF employees must present old badge and new Personnel Identification Card Application (NASP 12290/6).

c. Employee Separation. Personnel separating from employment will turn in their badges to the Pass and Tag Office, Building 777.

d. Gate Check. Sentries will inspect periodically to ensure civilian employees have the proper identification badges in their possession. Employees without proper badges, or who refuse to show them upon request, will be reported to their activity Department Head for corrective action, and may be refused entry to the station.

5. Forms. Employee Check-In Sheet (HRO 12290/2) is a controlled form and may be obtained from the Human Resources Office, Employment Division. The Personal Identification Card Application (NASP 12290/6) is available at the Pass and Tag Office, Building 777. The U.S. Government Identification (OF 55) badge is a controlled form and is available at the Pass and Tag Office, Building 777, as well as the Civilian Identification Badge Record (NASP 12293/1).

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